

Standard Mail (A)—Nonautomation Letters

Related QSGs: 010, 750 Nonprofit: 670

630

Quick Service
Guide

Eligibility Overview (E630) Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. All pieces must fit within letter-size processing category (C050.2). Pieces are eligible if not required to be mailed at First-Class rates or at Periodicals rates. Nonprofit rates require specific authorization (E670).

Rates and Fees (R600)		Regular	Nonprofit
	3/5	\$0.209	\$0.114
	Basic	0.256	0.132

Annual \$85.00 presort mailing fee (E612.4.7).

Rate is based on tray in which package is placed.

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC (or ASF) or SCF.

Addressing (A010) Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code. A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.

Characteristics and Content (C050, C600) Maximum weight: less than 16 ounces.
Upgradable option: see Quick Service Guide 631.
Shape: rectangular.
Dimensions:
■ Minimum: 3-1/2 inches high, 5 inches long, and 0.007 inch thick.
■ Maximum: 6-1/8 inches high, 11-1/2 inches long, and 0.25 inch thick.

Deposit (D600) Mailing entered at an acceptance point designated by USPS.

Mail Preparation and Sortation (M610) Marking on each piece:
■ Regular: "Bulk Rate" (or "Blk. Rt.").
■ Nonprofit: "Nonprofit Organization" (or "Nonprofit" or "Nonprofit Org.").
Documentation:
■ Postage statement:
Regular: Form 3602-PR (meter or precanceled stamp) or Form 3602-R (permit imprint), as applicable.
Nonprofit: Form 3602-PN (meter or precanceled stamp) or Form 3602-N (permit imprint), as applicable.
■ Supporting documentation: required unless correct rate affixed to each piece, or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).
1-foot or 2-foot trays used (M033) where appropriate (e.g., when enough mail to fill a 2-foot tray, a 2-foot tray must be used).
See reverse for tray label Line 2 information.
Use 2-inch tray label (M031).
Trays on pallets (M040) are permitted and preferred.
Trays sleeved and strapped (M033.1.5). See M033.1.6 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF. Strapping not required on trays placed on 5-digit, 3-digit, and SCF pallets that are secured with stretchwrap.

Postage and Payment Methods (P600) Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.
Additional standards apply to mailings of nonidentical-weight pieces.

Special Services (S900) May not use registry, insurance, special handling, certified, return receipt for merchandise, or COD services (E612.4.1).

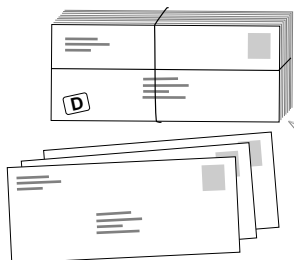
This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Packaging and Traying Sequence

5-Digit (Required)¹

Packages: Packaging not required if sufficient quantity to fill a 5-digit tray. Pieces must be packaged if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a package not permitted.

Labels: Red Label D or optional endorsement line (OEL).



Trays: Full trays only for pieces to same 5-digit ZIP Code; packaging not required; less-than-full trays not permitted.

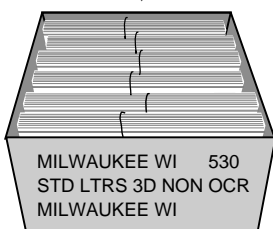
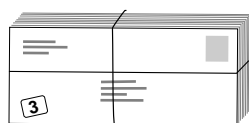
Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: 3/5¹

3-Digit (Required)¹

Packages: Pieces must be packaged if 10 or more pieces to same 3-digit ZIP Code; fewer than 10 pieces in a package not permitted.

Labels: Green Label 3 or OEL.



Trays: Any remaining packages for same 3-digit ZIP Code prefix placed in 3-digit trays; only one less-than-full or overflow tray permitted per destination. (Exception: After all full trays are prepared, one less-than-full tray must be prepared for any remaining packages for each 3-digit ZIP Code of SCF serving post office where mail is verified.)

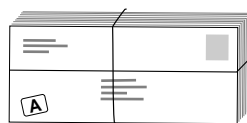
Labels: For Line 1, use L002, Column A, for destination facility.

Rate: 3/5 or Basic¹

ADC (Required)

Packages: Pieces must be packaged if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a package not permitted.

Labels: Pink Label A or OEL.



Trays: Full trays only for packages to same ADC (see L004); no overflow trays permitted.

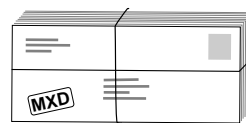
Labels: For Line 1, use L004 for destination facility.

Rate: Basic

Mixed ADC (Required)

Packages: Any remaining pieces must be packaged in mixed ADC packages.

Labels: Tan Label MXD or OEL.



Trays: Any remaining packages placed in mixed ADC trays.

Labels: For Line 1, use "MXD" followed by city/state/ZIP of origin ADC facility in L004.

Rate: Basic

¹ Only pieces in 5-digit and 3-digit packages meeting eligibility standards (150 or more pieces packaged to a 3-digit area) may be prepared in 5-digit or 3-digit trays and be eligible for the 3/5 rate. Basic rate for any 3-digit tray for origin SCF not meeting 150-piece minimum.

Rates based on tray in which package is placed.

Where overflow trays are permitted, they are required for required presort levels and optional for optional presort levels (M033.2).

Standard Mail (A)—Nonautomation Letters–Upgradable

Related QSGs: 010, 750, 810, 811 Nonprofit: 670

631

Quick Service
Guide

Eligibility Overview
(E630) Mailings of 200 or more addressed pieces, sorted and marked as described below. All pieces must fit within letter-size processing category and must be automation-compatible (C810 and C830). Pieces are eligible if not required to be mailed at First-Class rates or at Periodicals rates. Nonprofit rates require specific authorization (E670).

Rates and Fees (R600)		Regular	Nonprofit
	3/5	\$0.209	\$0.114
	Basic	0.256	0.132

Annual \$85.00 presort mailing fee (E612.4.7).

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC (or ASF) or SCF.

Addressing
(A010, A800) Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code. A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.

Characteristics and Content
(C810, C830) Maximum weight: 2.5 ounces.
Automation compatibility: machine-printed nonscript addresses, OCR read area and barcode clear zone meeting reflectance standards, and paper that can accept ink (C830).
Shape: rectangular. Aspect ratio from 1:1.3 to 1:2.5 (C810.2.2).
Dimensions:
■ Minimum: 3-1/2 inches high, 5 inches long, and either 0.007 inch thick *if not more than 4-1/4 inches high and 6 inches long*; or 0.009 inch thick *if more than 4-1/4 inches high or 6 inches long, or both*.
■ Maximum: 6-1/8 inches high, 11-1/2 inches long, and 0.25 inch thick.

Deposit
(D600) Mailing entered at an acceptance point designated by USPS.

Mail Preparation and Sortation
(M610) Marking on each piece:
■ Regular: "Bulk Rate" (or "Blk. Rt.").
■ Nonprofit: "Nonprofit Organization" (or "Nonprofit" or "Nonprofit Org.").
Documentation:
■ Postage statement:
Regular: Form 3602-PR (meter or precanceled stamp) or Form 3602-R (permit imprint), as applicable.
Nonprofit: Form 3602-PN (meter or precanceled stamp) or Form 3602-N (permit imprint), as applicable.
■ Supporting documentation: required unless correct rate affixed to each piece, or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).
1-foot or 2-foot trays used (M033) where appropriate (e.g., when enough mail to fill a 2-foot tray, a 2-foot tray must be used).
See reverse for tray label Line 2 information.
Use 2-inch tray label (M031).
Trays on pallets (M040) are permitted and preferred.
Trays must be sleeved and strapped (M033.1.5). See M033.1.6 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF and for trays not processed at a BMC.
Strapping not required on trays placed on 5-digit, 3-digit, and SCF pallets that are secured with stretchwrap.

Postage and Payment Methods
(P600) Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.
Additional standards apply to mailings of nonidentical-weight pieces.

Special Services
(S900) May not use registry, insurance, special handling, certified, return receipt for merchandise, or COD services (E612.4.1).

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Traying Sequence

5-Digit (Optional)¹

Trays: Full trays only for pieces to same 5-digit ZIP Code; packaging not permitted; less-than-full trays not permitted.

Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: 3/5¹

3-Digit (Required)¹

Trays: Any remaining pieces for same 3-digit ZIP Code prefix placed in 3-digit trays; packaging not permitted except in less-than-full trays; one less-than-full/overflow tray permitted per destination. (Exception: After all full trays are prepared, one less-than-full tray must be prepared for any remaining pieces for each 3-digit ZIP Code of SCF serving post office where mail is verified.)

Labels: For Line 1, use L002, Column A, for destination facility.

Rate: 3/5 or Basic¹

AADC (Required)

Trays: Full trays only for pieces to same AADC (see L801); pieces grouped by 3-digit ZIP Code; packaging not permitted; less-than-full trays not permitted.

Labels: For Line 1, use L801 for destination facility.

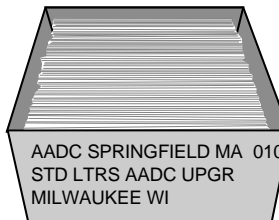
Rate: Basic

Mixed AADC (Required)

Trays: Any remaining pieces placed in mixed AADC trays; pieces grouped by AADC; only one less-than-full/overflow tray permitted.

Labels: For Line 1, use L803 (for BMC/ASF entry, use L802).

Rate: Basic



¹Only pieces meeting eligibility standards (150 or more pieces to a 3-digit area) may be prepared in 5-digit or 3-digit trays and be eligible for the 3/5 rate. Basic rate for any 3-digit tray for origin SCF not meeting 150-piece minimum. Rates based on tray in which pieces are placed. Packaging required in mailings consisting entirely of postcard-size pieces and for other pieces placed in less-than-full trays. Where overflow trays are permitted, they are required for required presort levels and optional for optional presort levels (M033.2).

Standard Mail (A)—Nonautomation Flats

Related QSGs: 010, 750 Nonprofit: 670

632

Quick Service
Guide

Eligibility Overview (E630) Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. All pieces must fit within flat-size processing category (C050.3). Pieces are eligible if not required to be mailed at First-Class rates or at Periodicals rates. Nonprofit rates require specific authorization (E670).

Rates and Fees (R600)	Regular		Nonprofit	
	For pieces weighing:	0.2068 lb. (3.3087 oz.) or less	0.2088 lb. (3.3407 oz.) or less	
	3/5	\$0.225	\$0.149	
	Basic	0.306	0.195	
	For pieces weighing:	more than 0.2068 lb. (3.3087 oz.)	more than 0.2088 lb. (3.3407 oz.)	
	Per piece rates:			
	3/5	\$0.085	\$0.048	
	Basic	0.166	0.100	
	PLUS Per pound rates:			
	3/5	\$0.677	\$0.484	
	Basic	0.677	0.455	

Annual \$85.00 presort mailing fee (E612.4.7).

Rate is based on sack level for sacked mail. For packages on pallets, rate is based on package level. Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC (or ASF) or SCF.

Addressing (A010) Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code. A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.

Characteristics and Content (C050, C600) Maximum weight: less than 16 ounces.
Shape: rectangular, unless greater than 0.25 inch thick.
Dimensions:
■ Minimum: more than 11-1/2 inches long, or more than 6-1/8 inches high, or more than 0.25 inch thick.
■ Maximum: 15 inches long, 12 inches high, and 0.75 inch thick.

Deposit (D600) Mailing entered at an acceptance point designated by USPS.

Mail Preparation and Sortation (M610) Marking on each piece:
■ Regular: "Bulk Rate" (or "Blk. Rt.").
■ Nonprofit: "Nonprofit Organization" (or "Nonprofit" or "Nonprofit Org.").
Documentation:
■ Postage statement:
Regular: Form 3602-PR (meter or precanceled stamp) or Form 3602-R (permit imprint), as applicable.
Nonprofit: Form 3602-PN (meter or precanceled stamp) or Form 3602-N (permit imprint), as applicable.
■ Supporting documentation: required unless correct rate affixed to each piece, or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).
See reverse for sack label Line 2 information.
Prepared in white sacks (unless palletized). Palletization (M040) permitted and preferred.

Postage and Payment Methods (P600) Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.
Additional standards apply to mailings of nonidentical-weight pieces.

Special Services (S900) May not use registry, insurance, special handling, certified, return receipt for merchandise, or COD services (E612.4.1).

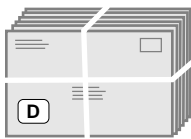
This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Packaging and Sacking Sequence

5-Digit (Required)

Packages: Pieces must be packaged if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a package not permitted.

Labels: Red Label D or optional endorsement line (OEL).



PHILADELPHIA PA 19118
STD FLTS 5D NON BC
TOPEKA KS

Sacks: Required at 125 pieces or 15 pounds. Smaller volume not permitted.

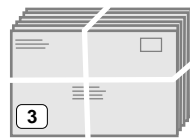
Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Rate: 3/5

3-Digit (Required)

Packages: Pieces must be packaged if 10 or more pieces to same 3-digit ZIP Code; fewer than 10 pieces in a package not permitted.

Labels: Green Label 3 or OEL.



PHILADELPHIA PA 191
STD FLTS 3D NON BC
TOPEKA KS

Sacks: Required at 125 pieces or 15 pounds. Smaller volume not permitted. (Exception: After all full sacks are prepared, one less-than-full sack must be prepared for any remaining packages for each 3-digit ZIP Code of SCF serving post office where mail is verified.)

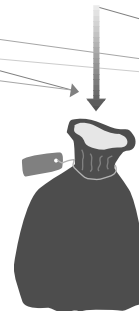
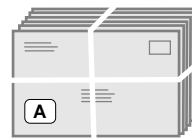
Labels: For Line 1, use L002, Column A, for destination facility.

Rate: 3/5 or Basic¹

ADC (Required)

Packages: Pieces must be packaged if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a package not permitted.

Labels: Pink Label A or OEL.



ADC PHILADELPHIA PA 190
STD FLTS ADC NON BC
TOPEKA KS

Sacks: Required at 125 pieces or 15 pounds; smaller volume not permitted.

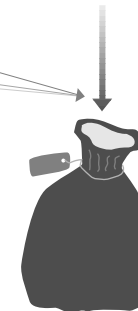
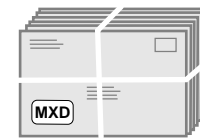
Labels: For Line 1, use L004 for destination facility.

Rate: Basic

Mixed ADC (Required)

Packages: Any remaining pieces must be packaged in mixed ADC packages.

Labels: Tan Label MXD or OEL.



MXD KANSAS CITY MO 66340
STD FLTS NON BC WKG
TOPEKA KS

Sacks: Any remaining packages placed in mixed ADC sacks.

Labels: For Line 1, use "MXD" followed by city/state/ZIP of origin ADC facility in L004.

Rate: Basic

¹Basic rate for any 3-digit sack for origin SCF not meeting 125-piece or 15-pound minimum.

Standard Mail (A)—Irregular Parcels

Related QSGs: 010, 050, 750 Nonprofit: 670

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Quick Service
Guide

Eligibility Overview (E630) Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. All pieces must fit within irregular parcel processing category (C050.5). (For machinable parcels, see C050.4 and QSG 700.) Pieces are eligible if not required to be mailed at First-Class rates or at Periodicals rates. Nonprofit rates require specific authorization (E670).

Rates and Fees (R600)

	Regular	Nonprofit
For pieces weighing: 0.2068 lb. (3.3087 oz.) or less		0.2088 lb. (3.3407 oz.) or less
3/5	\$0.225	\$0.149
Basic	0.306	0.195
For pieces weighing: more than 0.2068 lb. (3.3087 oz.)		more than 0.2088 lb. (3.3407 oz.)
Per piece rates:		
3/5	\$0.085	\$0.048
Basic	0.166	0.100
PLUS Per pound rates:		
3/5	\$0.677	\$0.484
Basic	0.677	0.455

Annual \$85.00 presort mailing fee (E612.4.7).

Rate is based on sack level for sacked mail.

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC (or ASF) or SCF.

Addressing (A010)

Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code. A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.

Characteristics and Content (C050, C600)

Maximum weight: less than 16 ounces.
Dimensions: see Quick Service Guide 050.

Deposit (D600)

Mailing entered at an acceptance point designated by USPS.

Mail Preparation and Sortation (M610)

Marking on each piece:

- Regular: "Bulk Rate" (or "Blk. Rt.").
- Nonprofit: "Nonprofit Organization" (or "Nonprofit" or "Nonprofit Org.").

Documentation:

- Postage statement:
Regular: Form 3602-PR (meter or precanceled stamp) or Form 3602-R (permit imprint), as applicable.
Nonprofit: Form 3602-PN (meter or precanceled stamp) or Form 3602-N (permit imprint), as applicable.
- Supporting documentation: required unless correct rate affixed to each piece, or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).

See reverse for sack label Line 2 information.
Merchandise samples using detached address labels (A060.1.3).

Postage and Payment Methods (P600)

Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.
Additional standards apply to mailings of nonidentical-weight pieces.

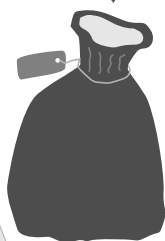
Special Services (S900)

May not use registry, insurance, special handling, certified, return receipt for merchandise, or COD services (E612.4.1).

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Sacking Sequence

5-Digit (Required)



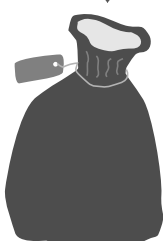
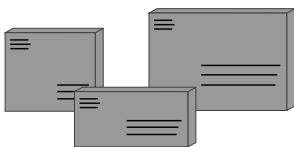
PHILADELPHIA PA 19118
STD A IRREG 5D
TOPEKA KS

Sacks: Required at 125 pieces or 15 pounds; smaller volume not permitted.

Labels: For Line 1, use city, state, and 5-digit destination of mail.

Rate: 3/5

3-Digit (Required)



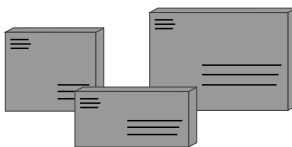
PHILADELPHIA PA 191
STD A IRREG 3D
TOPEKA KS

Sacks: Required at 125 pieces or 15 pounds; smaller volume not permitted. (Exception: After all full sacks are prepared, one less-than-full sack must be prepared for any remaining packages for each 3-digit ZIP Code of SCF serving post office where mail is verified.)

Labels: For Line 1, use L002, Column A.

Rate: 3/5 or Basic¹

ADC (Required)



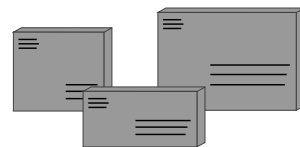
BMC PHILADELPHIA PA 19204
STD A IRREG ADC
TOPEKA KS

Sacks: Required at 125 pieces or 15 pounds; smaller volume not permitted.

Labels: For Line 1, use L603 for destination facility.

Rate: Basic

Mixed ADC (Required)



MXD BMC KANS CITY KS 66399
STD A IRREG WKG
TOPEKA KS

Sacks: All remaining mail. No minimum required.

Labels: For Line 1, use origin ADC facility in L604.

Rate: Basic

¹Basic rate for any 3-digit sack for origin SCF not meeting 125-piece or 15-pound minimum. Packaging required (see M610) for parcels less than 1/2 inch thick (which do not fall within the dimensions for letter-size or flat-size pieces as described in C050).

Standard Mail (A)—Automation Letters

Related QSGs: 010, 012, 750, 810, 811, 922, 923, 924

Nonprofit: 670

640

Quick Service
Guide

Eligibility Overview (E640) Mailings of 200 or more addressed pieces must be 100% delivery point barcoded (C840), sorted and marked as described below. All pieces must be automation-compatible (C810). Pieces are eligible if not required to be mailed at First-Class rates or at Periodicals rates. Nonprofit rates require specific authorization (E670).

Rates and Fees (R600)	Regular	Nonprofit
5-Digit (optional)	\$0.155	\$0.082
3-Digit	0.175	0.095
Basic	0.183	0.099

Annual \$85.00 presort mailing fee (E612.4.7).

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC (or ASF) or SCF.

Addressing (A800, A950) Each piece must also include a complete delivery address with correct ZIP Code or ZIP+4 code. Address and barcode quality subject to A800 and CASS/MASS standards in A950. Addresses matched using CASS/MASS-certified process within 180 days before mailing date.

Characteristics and Content (C810, C840) Maximum weight: 3.3087 ounces for Regular rate mail and 3.3407 ounces for Nonprofit rate mail (pieces over 3 ounces must meet additional standards in C810.7).
Shape: rectangular. Aspect ratio from 1:1.3 to 1:2.5 (C810.2.2).
Dimensions:
■ Minimum: 3-1/2 inches high, 5 inches long, and either 0.007 inch thick *if not more than 4-1/4 inches high and 6 inches long*; or 0.009 inch thick *if more than 4-1/4 inches high or 6 inches long, or both*.
■ Maximum: 6-1/8 inches high, 11-1/2 inches long, and 0.25 inch thick.
All letter-size reply cards and envelopes (business reply, courtesy reply, and metered reply mail) provided as enclosures must meet the standards in C810.8.

Deposit (D600) Mailing entered at an acceptance point designated by USPS.

Mail Preparation and Sortation (M810) Marking on each piece:
■ Regular: "Bulk Rate" (or "Blk. Rt.") and "AUTO."
■ Nonprofit: "Nonprofit Organization" (or "Nonprofit" or "Nonprofit Org.") and "AUTO."
Pieces not claimed at an automation rate may not be marked "AUTO" unless single-piece postage is affixed or a corrective single-piece rate marking is applied under P600. Pieces do not require an "AUTO" marking if they bear a DPBC in the address block or on an insert visible through the window in the address block or lower right corner (M012).
Documentation:
■ Postage statement:
Regular: Form 3602-PR (meter or precanceled stamp) or Form 3602-R (permit imprint), as applicable.
Nonprofit: Form 3602-PN (meter or precanceled stamp) or Form 3602-N (permit imprint), as applicable.
■ Address and barcode accuracy: Form 3553 (A950).
■ Supporting documentation: required unless correct rate affixed to each piece, or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).
1-foot or 2-foot trays used (M033) where appropriate (e.g., when enough mail to fill a 2-foot tray, a 2-foot tray must be used).
Barcoded tray labels required (M032).
See reverse for tray label Line 2 information.
Trays on pallets (M040) are permitted and preferred.
Trays must be sleeved and strapped (M033.1.5). See M033.1.6 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF. Strapping not required on trays placed on 5-digit, 3-digit, and SCF pallets that are secured with stretchwrap.

Postage and Payment Methods (P600) Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.
Additional standards apply to mailings of nonidentical-weight pieces.

Special Services (S900) May not use registry, insurance, special handling, certified, return receipt for merchandise, or COD services (E612.4.1).

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Traying Sequence

**5-Digit/Scheme
(Optional)**

Trays: At least 150 pieces to same 5-digit ZIP Code or 5-digit scheme destination; packaging not permitted; only one overflow tray permitted per destination.

Barcoded Labels: For Line 1: use city, state, and 5-digit ZIP Code on mail; on optional 5-digit scheme trays, use destination in City State File.

Rate: 5-Digit

**3-Digit/Scheme
(Required)**

Trays: At least 150 pieces to same 3-digit ZIP Code/scheme destination; smaller quantities not permitted; packaging not permitted; only one overflow tray permitted per destination.

(Exception: After all full trays are prepared, one less-than-full tray must be prepared for any remaining pieces for each 3-digit ZIP Code/scheme of SCF serving post office where mail is verified.)

Barcoded Labels: For Line 1, use L002, Column B, for destination facility.

Rate: 3-Digit or Basic¹

**AADC
(Required)**

Trays: At least 150 pieces to same AADC (see L801); smaller quantities not permitted; packaging not permitted; pieces within trays grouped by 3-digit/scheme; only one overflow tray permitted per destination.

Barcoded Labels: For Line 1, use L801 for destination facility.

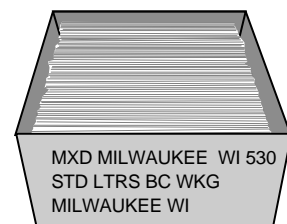
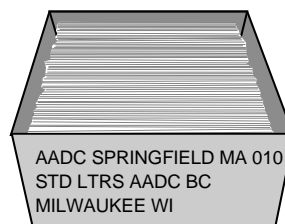
Rate: Basic

**Mixed AADC
(Required)**

Trays: All remaining pieces placed in mixed AADC trays; pieces within trays grouped by AADC; only one less-than-full mixed AADC tray permitted per mailing.

Barcoded Labels: For Line 1, use "MXD" followed by origin facility in L802 or L803 as appropriate.

Rate: Basic



¹Basic rate for any 3-digit/scheme tray for the origin SCF area containing fewer than 150 pieces.

²Use "5D BC" on 5-digit trays; on optional 5-digit scheme trays, use "BC 5D SCHEME."

³Use "3D BC" on 3-digit trays; on 3-digit scheme trays, use "BC SCHEME" and, if applicable, as shown in L002, Column B, followed by the letter "A," "B," or "C."

Where overflow trays are permitted, they are required for required presort levels and optional for optional presort levels (M033.2).

Packaging required in all mailings consisting entirely of postcard-size pieces and for pieces in overflow, less-than-full trays.

Standard Mail (A)—Automation Flats

Related QSGs: 010, 012, 750, 820, 922, 923, 924 Nonprofit: 670

641

Quick Service
Guide

Eligibility Overview (E640) Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces) must be 100% ZIP+4 barcoded or delivery point barcoded (C840), and sorted and marked as described below. All pieces must fit within standards for flat-size barcoded mail (C820). Pieces are eligible if not required to be mailed at First-Class rates or at Periodicals rates. Nonprofit rates require specific authorization (E670).

Rates and Fees (R600)	Regular		Nonprofit	
	For pieces weighing:	0.2068 lb. (3.3087 oz.) or less	0.2088 lb. (3.3407 oz.) or less	
	3/5	\$0.189	\$0.125	
	Basic	0.277	0.171	
	For pieces weighing:	more than 0.2068 lb. (3.3087 oz.)	more than 0.2088 lb. (3.3407 oz.)	
	Per piece rates:			
	3/5	\$0.049	\$0.024	
	Basic	0.137	0.076	
	PLUS Per pound rates:			
	3/5	\$0.677	\$0.484	
	Basic	0.677	0.455	

Annual bulk mailing fee of \$85.00 (E612.4.7).

Rate is based on type of package regardless of sack (pallet) in (on) which it is placed. Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC (or ASF) or SCF.

Addressing (A800, A950) Each piece must also include a complete delivery address with correct ZIP Code or ZIP+4 code. Address and barcode quality subject to A800 and CASS/MASS standards in A950. Addresses matched using a CASS/MASS-certified process within 180 days before mailing date.

Characteristics and Content (C810, C840) Maximum weight: less than 16 ounces.
Shape: rectangular.
Dimensions:

- Not less than 6 or more than 12 inches high.
- Not less than 5 inches long *if 6 to 7-1/2 inches high*; or not less than 6 inches long *if more than 7-1/2 inches high*.
- Not more than 15 inches long.
- Not less than 0.009 or more than 3/4 inch thick.

All letter-size reply cards and envelopes (business reply, courtesy reply, and metered reply mail) provided as enclosures must meet the standards in C810.8.

Deposit (D600) Mailing entered at an acceptance point designated by USPS.

Mail Preparation and Sortation (M820) Marking on each piece:

- Regular: "Bulk Rate" (or "Blk. Rt.") and "AUTO." Pieces do not require an "AUTO" marking if they bear a ZIP+4 barcode or DPBC in the address block or on an insert visible through the window in the address block or lower right corner (M012).
- Nonprofit: "Nonprofit Organization" (or "Nonprofit" or "Nonprofit Org.") and "AUTO."

Documentation:

- Postage statement:
Regular: Form 3602-PR (meter or precanceled stamp) or Form 3602-R (permit imprint), as applicable.
Nonprofit: Form 3602-PN (meter or precanceled stamp) or Form 3602-N (permit imprint), as applicable.
- Address and barcode accuracy: Form 3553 (A950).
- Supporting documentation: required unless correct rate affixed to each piece, or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).

Barcoded sack labels required (M032).
Sacks on pallets are permitted and preferred (M040).

Postage and Payment Methods (P600) Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.
Additional standards apply to mailings of nonidentical-weight pieces.

Special Services (S900) May not use registry, insurance, special handling, certified, return receipt for merchandise, or COD services (E612.4.1).

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Packaging and Sacking Sequence

5-Digit (Required)

Packages: Pieces must be packaged if 10 or more pieces to same 5-digit ZIP Code; fewer than 10 pieces in a package not permitted.

Labels: Red Label D or optional endorsement line (OEL).

Rate: 3/5

3-Digit (Required)

Packages: Pieces must be packaged if 10 or more pieces to same 3-digit ZIP Code prefix; fewer than 10 pieces in a package not permitted.

Labels: Green Label 3 or OEL.

Rate: 3/5

ADC (Required)

Packages: Pieces must be packaged if 10 or more pieces to same ADC (see L004); fewer than 10 pieces in a package not permitted.

Labels: Pink Label A or OEL.

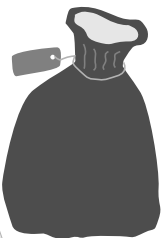
Rate: Basic

Mixed ADC (Required)

Packages: Any remaining pieces must be packaged in mixed ADC packages.

Labels: Tan Label MXD or OEL.

Rate: Basic



CLEVELAND OH 44114
STD FLT 5D BC
PORTLAND OR

CLEVELAND OH 441
STD FLT 3D BC
PORTLAND OR

ADC CLEVELAND OH 440
STD FLT ADC BC
PORTLAND OR

MXD PORTLAND OR 970
STD FLT BC WKG
PORTLAND OR

Sacks: Required at 125 pieces or 15 pounds; smaller quantities not permitted.

Barcoded Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail.

Sacks: Required at 125 pieces or 15 pounds; smaller quantities not permitted. (Exception: A sack must be prepared for any remaining packages for each 3-digit ZIP Code of SCF serving post office where mail is verified.)

Barcoded Labels: For Line 1, use L002, Column A, for destination facility.

Sacks: Required at 125 pieces or 15 pounds; smaller quantities not permitted.

Barcoded Labels: For Line 1, use L004 for destination facility.

Sacks: Any remaining packages placed in mixed ADC sacks. No minimum required.

Barcoded Labels: For Line 1, use "MXD" followed by origin facility in L802 or L803 as appropriate.

Rate is based on type of package regardless of sack (pallet) in (on) which it is placed.

Standard Mail (A)

Enhanced Carrier Route—Nonautomation Letters

642

Quick Service
Guide

Related QSGs: 010, 012, 050, 750 Nonprofit: 670

Eligibility Overview (E630) Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. Pieces must be part of a group of 10 or more to one carrier route, prepared in line-of-travel or walk-sequence order, as required. All pieces must fit within letter-size processing category. Pieces are eligible if not required to be mailed at First-Class rates or at Periodicals rates. Nonprofit rates require specific authorization (E670).

Rates and Fees (R600)		Regular	Nonprofit
	Basic	\$0.150	\$0.087
	High Density	0.142	0.081
	Saturation	0.133	0.075

Annual \$85.00 presort mailing fee (E612.4.7).

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC (or ASF), SCF, or delivery unit.

Addressing (A930, A950) Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code, as appropriate.
Carrier route information updated using CASS-certified process within 90 days before mailing.

Characteristics and Content (C600) Maximum weight: less than 16 ounces.
Dimensions:
■ Minimum: 3-1/2 inches high, 5 inches long, and 0.007 inch thick.
■ Maximum: 6-1/8 inches high, 11-1/2 inches long, and 0.25 inch thick.

Deposit (D600) Mailing entered at an acceptance point designated by USPS.

Mail Preparation and Sortation (M620) Marking on each qualifying piece:
■ Regular: "Bulk Rate" (or "Blk. Rt.").
■ Nonprofit: "Nonprofit Organization" (or "Nonprofit" or "Nonprofit Org.").
Basic, High Density, and Saturation rate pieces must also be marked "ECRLOT," "ECRWSH," or "ECRWSS," respectively, in the correct optional endorsement line under M013, or in correct carrier route information line under M014. Mailings consisting of packages claimed at more than one Enhanced Carrier Route rate must bear appropriate marking for rate claimed. Pieces not claimed at corresponding rate must not be included in mailing and must not bear the "ECRLOT," "ECRWSH," or "ECRWSS" marking unless single-piece rate postage is affixed or a corrective single-piece rate marking is applied under P600.
Documentation:
■ Postage statement:
Regular: Form 3602-PR (meter or precanceled stamp) or Form 3602-R (permit imprint), as applicable.
Nonprofit: Form 3602-PN (meter or precanceled stamp) or Form 3602-N (permit imprint), as applicable.
■ Supporting documentation: required unless correct rate affixed to each piece, or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).
■ Additional documentation to support density standards (M050).
Basic rate mail must be in line-of-travel (LOT) sequence (M050.3.4) or may be in walk sequence.
High Density (WSH) and Saturation (WSS) rate mail must be in walk sequence (M050).
See reverse for tray label Line 2 information.
Use 2-inch tray label (M031).
Trays must be sleeved and strapped (M033.1.5). See M033.1.6 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF and for trays not processed at a BMC.

Postage and Payment Methods (P600) Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.
Additional standards apply to mailings of nonidentical-weight pieces.

Special Services (S900) May not use registry, insurance, special handling, certified, return receipt for merchandise, or COD services (E612.4.1).

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Packaging and Traying Sequence

Package Preparation

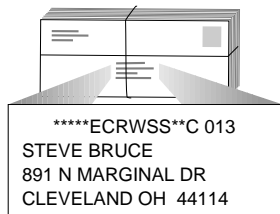
Saturation¹

Packages: 10 or more pieces addressed to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) must be prepared in packages (unless placed in full carrier route trays or placed in full 5-digit carrier route trays with separator cards); fewer than 10 pieces allowed only if route has fewer than 10 delivery stops.

Mail must be presented in walk-sequence order (M050) and meet saturation standards.

Labels: Use optional endorsement line (OEL) stating carrier route description prefix and route number (M014).

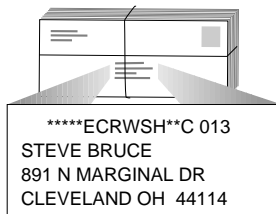
Rate: Saturation

High Density²

Packages: 10 or more pieces addressed to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) must be prepared in packages (unless placed in full carrier route trays or placed in full 5-digit carrier route trays with separator cards). Mail must be presented in walk-sequence order (M050) and meet density standards.

Labels: Use optional endorsement line (OEL) stating carrier route description prefix and route number (M013).

Rate: High Density

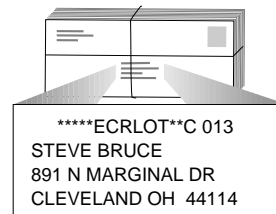


Basic Carrier Route

Packages: 10 or more pieces addressed to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) must be prepared in packages (unless placed in full carrier route trays or placed in full 5-digit carrier route trays with separator cards). Mail must be presented in line-of-travel or walk sequence (M050).

Labels: Use optional endorsement line (OEL) stating carrier route description prefix and route number (M013).

Rate: Basic

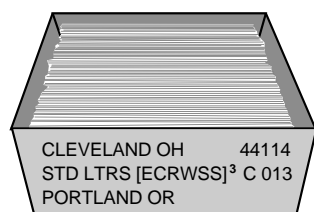


Tray Preparation

Carrier Route

Trays: Full trays only for pieces to same carrier route; smaller quantities not permitted; packaging not required.

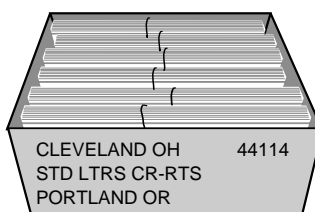
Labels: For Line 1, use 5-digit destination. For Line 2, use "STD LTRS" and "ECRWSS," "ECRWSH," or "ECRLOT," as applicable, followed by route type and number (M620).



5-Digit Carrier Routes

Trays: 5-digit trays are required if enough mail for a full tray, optional otherwise, but preparation of content must be as described. No minimum number of carrier route packages for same 5-digit area.

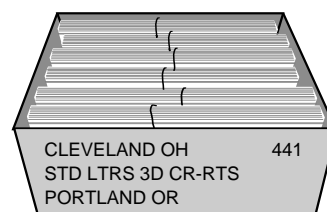
Labels: For Line 1, use 5-digit destination. For Line 2, use "STD LTRS CR-RTS" (M620).



3-Digit Carrier Routes

Trays: Carrier route packages only; optional with minimum one 10-piece carrier route package for each of two or more 5-digit areas.

Labels: For Line 1, use city, state, and 3-digit ZIP Code prefix shown in L002, Column A. For Line 2, use "STD LTRS 3D CR-RTS" (M620).



¹Minimum 90% total active residential or 75% total active deliveries per route (100% if simplified address (E630.2)).

²125-piece minimum per route.

³Use "ECRWSS" for Saturation, "ECRWSH" for High Density, and "ECRLT" for Basic.

Standard Mail (A)

Enhanced Carrier Route—Flats and Parcels

Related QSGs: 010, 012, 050, 750 Nonprofit: 670

643

Quick Service
Guide

Eligibility Overview (E630) Mailings of 200 or more addressed pieces (or 50 pounds of addressed pieces), sorted and marked as described below. Pieces must be part of a group of 10 or more to one carrier route, prepared in line-of-travel or walk-sequence order, as required. All pieces must fit within same processing category. Pieces are eligible if not required to be mailed at First-Class rates or at Periodicals rates. Nonprofit rates require specific authorization (E670).

Rates and Fees (R600)	Regular		Nonprofit	
	For pieces weighing:	0.2066 lb. (3.3062 oz.) or less	0.2084 lb. (3.3348 oz.) or less	
	Basic	\$0.155		\$0.107
	High Density	0.147		0.100
	Saturation	0.137		0.094
	For pieces weighing:	more than 0.2066 lb. (3.3062 oz.)	more than 0.2084 lb. (3.3348 oz.)	
	Per piece rates:			
	Basic	\$0.018		\$0.013
	High Density	0.010		0.006
	Saturation	0.000		0.000
	PLUS Per pound for all rates:	\$0.663		\$0.451

Annual \$85.00 presort mailing fee (E612.4.7).

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC (or ASF), SCF, or delivery unit.

Addressing (A930, A950) Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code, as appropriate. Carrier route information updated using CASS-certified process within 90 days before mailing date. Mailing entered at an acceptance point designated by USPS.

Characteristics and Content (C050, C600) Maximum weight: less than 16 ounces. (Merchandise samples exceeding these dimensions available at Carrier Route rate if detached address labels are used that do not exceed these dimensions.)
Dimensions:
Nonletters and Flats:
■ Minimum: more than 6-1/8 inches high, or 11-1/2 inches long, or 0.25 inch thick.
■ Maximum: 11-3/4 inches high, 14 inches long, and 0.75 inch thick.
Parcels:
■ See C050 or Quick Service Guide 050.

Deposit (D600) Mailing entered at an acceptance point designated by USPS.

Mail Preparation and Sortation (M620) Marking on each qualifying piece:
■ Regular: "Bulk Rate" (or "Blk. Rt.").
■ Nonprofit: "Nonprofit Organization" (or "Nonprofit" or "Nonprofit Org.").
Basic, High Density, and Saturation rate pieces must also be marked "ECRLLOT," "ECRWSH," or "ECRWSS," respectively, in the correct optional endorsement line under M013, or in correct carrier route information line under M014. Mailings consisting of packages claimed at more than one Enhanced Carrier Route rate must bear appropriate marking for rate claimed. Pieces not claimed at corresponding rate must not be included in the mailing and must not bear the "ECRLLOT," "ECRWSH," or "ECRWSS" marking unless single-piece rate postage is affixed or a corrective single-piece rate marking is applied under P600.
Documentation:
■ Postage statement:
Regular: Form 3602-PR (meter or precanceled stamp) or Form 3602-R (permit imprint), as applicable.
Nonprofit: Form 3602-PN (meter or precanceled stamp) or Form 3602-N (permit imprint), as applicable.
■ Supporting documentation: required unless correct rate affixed to each piece, or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).
■ Additional documentation to support density standards (M050).
Basic rate mail must be in line-of-travel (LOT) sequence (M050.3.4) or may be in walk sequence. High Density (WSH) and Saturation (WSS) rate mail must be in walk sequence (M050). Palletization is permitted and preferred (M040). See reverse for sack label Line 2 information. Use standard sack label (M031).

Postage and Payment Methods (P600) Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.
Additional standards apply to mailings of nonidentical-weight pieces.

Packaging and Sacking Sequence

Package Preparation

Saturation¹

Packages: 10 or more pieces addressed to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) must be prepared in packages; fewer than 10 pieces allowed only if route has fewer than 10 delivery stops at saturation coverage. Mail must be presented in walk-sequence order (M050) and meet saturation standards.

Labels: Use optional endorsement line (OEL) stating carrier route description prefix and route number (M013).

Rate: Saturation

High Density²

Packages: 10 or more pieces addressed to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) must be prepared in packages. Mail must be presented in walk-sequence order (M050) and meet density standards.

Labels: Use optional endorsement line (OEL) stating carrier route description prefix and route number (M013).

Rate: High Density



Basic

Packages: 10 or more pieces addressed to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) must be prepared in packages. Mail must be presented in line-of-travel or walk sequence (M050).

Labels: Use optional endorsement line (OEL) stating carrier route description prefix and route number (M013).

Rate: Basic

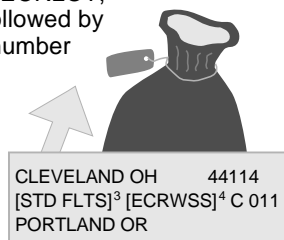


Sack Preparation

Carrier Route Sack

Sacks: Required at 125 pieces or 15 pounds. Palletization of packages is permitted and preferred.

Labels: For Line 1, use 5-digit destination. For Line 2, use "STD FLTS" or "STD A IRREG" as applicable, and "ECRWSS," "ECRWSH," or "ECRLT," as applicable, followed by route type and number (M620).



5-Digit Carrier Routes Sack

Sacks: No minimum number of carrier route packages for same 5-digit area. Palletization of packages is permitted and preferred.

Labels: For Line 1, use 5-digit destination. For Line 2, use "STD FLTS" or "STD A IRREG" as applicable, and "CR-RTS" (M620).



¹Minimum 90% total active residential or 75% total active deliveries per route (100% if simplified address (E630.2)).

²125-piece minimum per route.

³Use "STD FLTS" for flats or "STD A IRREG" for irregular parcels.

⁴Use "ECRWSS" for Saturation, "ECRWSH" for High Density, and "ECRLT" for Basic.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Standard Mail (A)

Enhanced Carrier Route—Automation Letters

644

Quick Service
Guide

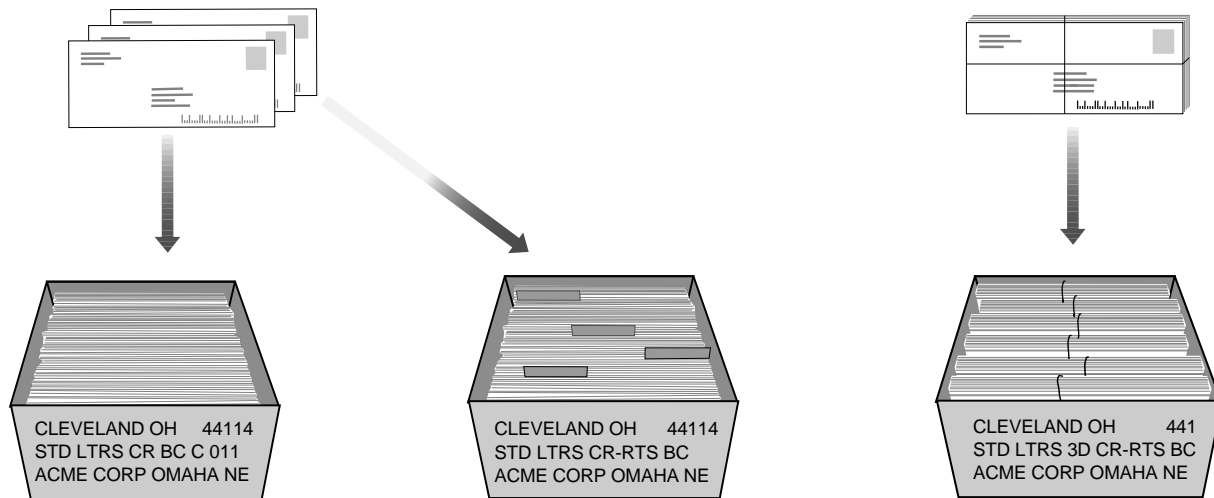
Related QSGs: 010, 012, 750, 810, 811, 922, 923, 924

Eligibility Overview (E640)	Mailings of 200 or more addressed pieces must be 100% delivery point barcoded (C840), sorted and marked as described below. All pieces must be automation-compatible (C810). Pieces are eligible if not required to be mailed at First-Class rates or at Periodicals rates. Nonprofit rates require specific authorization (E670).	
Rates and Fees (R600)	Enhanced Carrier Route Basic	\$0.146
	Nonprofit Enhanced Carrier Route Basic	\$0.079
	Annual \$85.00 presort mailing fee (E612.4.7). Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC (or ASF), SCF, or delivery unit. Rates limited to 5-digit ZIP Codes identified in the City State File.	
Addressing (A800, A950)	Each piece must also include a complete delivery address with correct ZIP Code or ZIP+4 code. Address and barcode quality subject to A800 and CASS/MASS standards in A950. Addresses matched using CASS/MASS-certified process within 180 days before mailing. Carrier route information updated using CASS-certified process within 90 days before mailing date.	
Characteristics and Content (C810, C840)	Maximum weight: 3.3062 ounces for Regular rate mail and 3.3348 ounces for Nonprofit rate mail (pieces over 3 ounces must meet additional standards in C810.7). Shape: rectangular. Aspect ratio from 1:1.3 to 1:2.5 (C810.2.2). Dimensions: <ul style="list-style-type: none">■ Minimum: 3-1/2 inches high, 5 inches long, and either 0.007 inch thick <i>if not more than 4-1/4 inches high and 6 inches long</i>; or 0.009 inch thick <i>if more than 4-1/4 inches high or 6 inches long, or both</i>.■ Maximum: 6-1/8 inches high, 11-1/2 inches long, and 0.25 inch thick. All letter-size reply cards and envelopes (business reply, courtesy reply, and metered reply mail) provided as enclosures must meet the standards in C810.8.	
Deposit (D600)	Mailing entered at an acceptance point designated by USPS.	
Mail Preparation and Sortation (M810)	Marking on each qualifying piece: <ul style="list-style-type: none">■ Regular: "Bulk Rate" (or "Blk. Rt.") and "AUTOOCR."■ Nonprofit: "Nonprofit Organization" (or "Nonprofit" or "Nonprofit Org.") and "AUTOOCR." Pieces not claimed at an automation rate may not be marked "AUTOOCR" unless single-piece postage is affixed or a corrective single-piece rate marking is applied under P600. Documentation: <ul style="list-style-type: none">■ Postage statement: Form 3602-PR (meter or precanceled stamp) or Form 3602-R (permit imprint), as applicable.■ Address, barcode (A950), and CRIS accuracy (A930): Form 3553.■ Supporting documentation: required unless correct rate affixed to each piece, or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format). 1-foot or 2-foot trays used where appropriate (e.g., when enough mail to fill a 2-foot tray, a 2-foot tray must be used). Trays on pallets (M040) are permitted and preferred. Trays must be sleeved and strapped (M033.1.5). See M033.1.6 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF. Barcoded tray labels required (M032). See reverse for tray label Line 2 information.	
Postage and Payment Methods (P600)	Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions. Additional standards apply to mailings of nonidentical-weight pieces.	
Special Services (S900)	May not use registry, insurance, special handling, certified, return receipt for merchandise, or COD services (E612.4.1).	

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Traying Sequence

At least 10 or more pieces to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit); fewer than 10 pieces per route not permitted. Use an optional endorsement line or carrier route information line.



Carrier Route Tray

Trays: Full trays only for pieces to same carrier route; packaging not permitted. Postcard-size pieces must be banded. Less-than-full or overflow trays not permitted.

Barcoded Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, use "STD LTRS CR BC" along with carrier route type and number (M810).

Rate: Enhanced Carrier Route Automation Basic

5-Digit Carrier Routes Tray

Trays: 5-digit trays are required if enough mail for a full tray, optional otherwise, but preparation of content must be as described. After all full carrier route trays prepared, remaining carrier route pieces (10 or more per route) must be grouped (using separator cards in full trays and banding material in less-than-full trays) and placed in 5-digit carrier routes trays (no minimum number of pieces per tray).

Barcoded Labels: For Line 1, use city, state, and 5-digit ZIP Code on mail. For Line 2, use "STD LTRS CR-RTS BC" (M810).

Rate: Enhanced Carrier Route Automation Basic

3-Digit Carrier Routes Tray

Trays: Carrier route packages only; optional with minimum one 10-piece carrier route package for each of two or more 5-digit areas.

Barcoded Labels: For Line 1, use city, state, and 3-digit ZIP Code prefix shown in L002. For Line 2, use "STD LTRS 3D CR-RTS BC" (M810).

Rate: Enhanced Carrier Route Automation Basic

Carrier Route rates limited to 5-digit ZIP Codes identified in the City State File.

Packaging required in mailings consisting entirely of postcard-size pieces and for pieces in overflow, less-than-full, and 3-digit carrier routes trays.

Standard Mail (A) Nonprofit—Eligibility

Related QSGs: 630, 631, 632, 633, 640, 641, 642, 643, 644

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Eligibility Overview (E670)

Only organizations that meet specific standards of a qualified nonprofit organization or political committee (E670) and that have received specific authorization from the USPS may mail eligible matter at the Nonprofit Standard Mail rates. Except for mailings deposited under the plant-verified drop shipment program (P750), a separate authorization is required at each post office where Nonprofit rate mailings are deposited. Pieces mailed at the Nonprofit Standard Mail rates must meet the general standards for Standard Mail (A) (E612) and the standards specific to any other discount or rate claimed.

Authorized organization: organization is not organized for profit and none of its net income inures to the benefit of any private stockholder or individual. Types of organizations that may qualify (E670): religious, educational, scientific, philanthropic, agricultural, labor, veterans', fraternal, voting registration officials, and national and state political committees.

Ineligible nonprofit organizations: service, social, and hobby clubs; citizens' and civic improvement associations; state, county, and municipal governments generally not eligible.

Restrictions: Nonprofit rates not permitted for mailing promotional material for credit cards, insurance policies, and travel programs. Authorized organizations may not let any other person or organization use their authorizations to mail at Nonprofit Standard Mail rates.

Cooperative mailings: mailable at Nonprofit Standard Mail rates only if each cooperating organization is individually authorized to mail at Nonprofit Standard Mail rates where the mailing is deposited.

Authorizations: Form 3624 required at post office where mail is deposited; Form 3623 required for each additional mailing office.

Rates and Fees (R600)

Nonprofit Standard Mail

■ Letter-size minimum per piece

Nonautomation

Basic \$0.132

3/5 0.114

Automation

Basic \$0.099

3-Digit 0.095

5-Digit 0.082

■ Nonletter-size minimum per piece

Nonautomation

Basic \$0.195

3/5 0.149

Automation

Basic \$0.171

3/5 0.125

Nonprofit Enhanced Carrier Route

■ Letter-size minimum per piece

Nonautomation

Basic \$0.087

High Density 0.081

Saturation 0.075

Automation

Basic \$0.079

■ Nonletter-size minimum per piece

Basic \$0.107

High Density 0.100

Saturation 0.094

Other rates and discounts available. Annual bulk mailing fee \$85.00. Destination rate eligibility: standards in E651.

Addressing (A010)

Name and return address on outside of mailpiece; pseudonyms or bogus names of persons or organizations prohibited (E670.6).

Characteristics and Content (C600)

Same as Standard Mail (A) generally; some restrictions on promotional material (E670).

Mail Preparation and Sortation (M600)

Marking: "Nonprofit Organization" (or "Nonprofit" or "Nonprofit Org.").

Postage statement: Form 3602-PN (meter or precanceled stamp) or Form 3602-N (permit imprint), as applicable.

Identification: name of authorized nonprofit organization.

Postage and Payment Methods (P600)

Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.

Special Services (S900)

May not use registry, insurance, special handling, certified, return receipt for merchandise, and COD services (E612.4.1).

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

No mail preparation graphic.

Standard Mail (B)—Parcel Post

Related QSGs: 050, 700, 750, 900

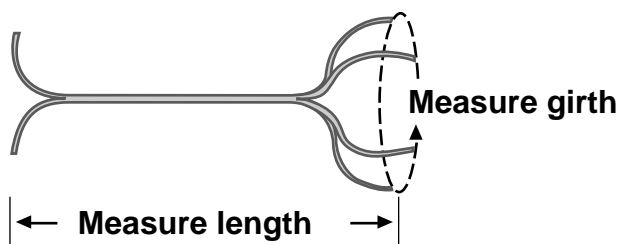
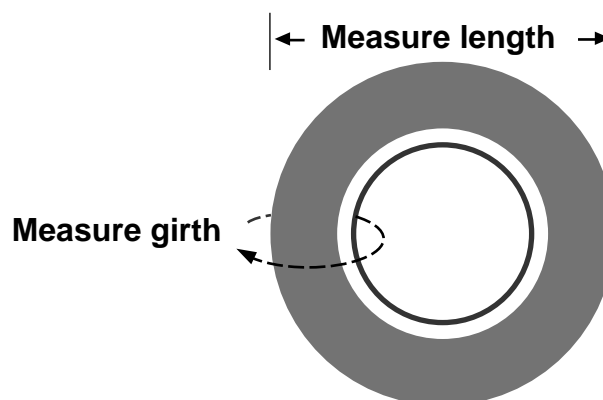
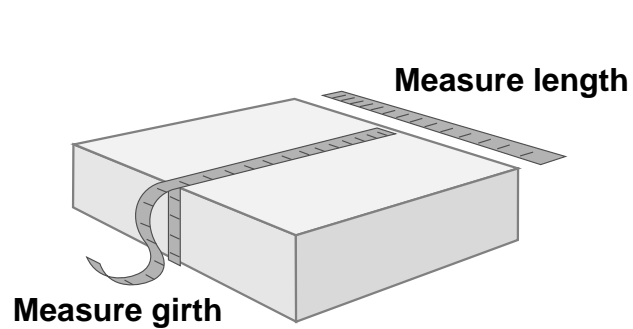
650

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Guide

Eligibility Overview (E620, E652)	Minimum mailing: single-piece (none) except 50 pieces for DBMC rate mailings; bulk (300 or more addressed pieces or 2,000 pounds or more of addressed pieces), sorted and marked as described below. Generally used by individual customers and businesses for shipping merchandise, parcel post is matter that meets specific eligibility and preparation standards for a wide range of discounted rates.
Rates and Fees (R600)	<p>Rate determination: weight, zone, and point of mailing.</p> <p>Available rates: single-piece and bulk; intra-BMC or inter-BMC (E620.2):</p> <ul style="list-style-type: none">■ Inter-BMC machinable: weighing 35 pounds or less, originating in service area of a BMC/ASF (or in Alaska, Hawaii, or Puerto Rico), and destinating outside that area. Nonmachinable surcharge: certain items and all pieces weighing more than 35 pounds, mailed at inter-BMC rates, subject to a \$1.75 surcharge.■ Intra-BMC: originating and destinating within the same BMC/ASF service area (or within Alaska, Hawaii, or Puerto Rico). <p>Available discount: destination BMC entry, for pieces deposited at a BMC, ASF, or other designated facility for delivery within the service area of that same facility.</p> <p>Annual destination BMC (DBMC) mailing fee \$85.00.</p>
Addressing (A010)	Each discount rate piece must include complete delivery and return addresses with correct ZIP Code or ZIP+4 code (single-piece rate mail is not required to bear a ZIP Code or ZIP+4 code).
Characteristics and Content (C600)	<p>Minimum weight: 1 pound.</p> <p>Maximum weight: 70 pounds.</p> <p>Dimensions: no more than 108 inches in length and girth combined.</p>
Deposit (D600)	<p>Pickup service (D010): single-piece rate Parcel Post (scheduled only) at \$4.95 per stop (regardless of number of pieces); service and information available by calling 1-800-222-1811. Only one fee for Express Mail, Priority Mail, or Parcel Post picked up at same time.</p> <p>Deposit:</p> <ul style="list-style-type: none">■ Single-piece: mailing entered at a retail window or acceptance unit designated by USPS.■ Bulk, all precanceled stamp, meter, or permit imprint: at post office where permit or license held.■ DBMC: at facility appropriate for rate claimed.
Mail Preparation and Sortation (M630)	<p>Marking:</p> <ul style="list-style-type: none">■ Single-piece rate: none.■ Bulk rate: "Bulk Parcel Post" or "Bulk PP."■ DBMC rate: "DBMC Parcel Post" or "DBMC PP." <p>Package preparation and labeling: single-piece rate (none); bulk Parcel Post and DBMC pieces must be separated by zones when presented unless either the correct postage is affixed to each piece or the mailing is prepared under M630.8.</p> <p>Postage statement: Form 3605-P (meter postage) or Form 3605-R (permit imprint), as applicable.</p>
Postage and Payment Methods (P600)	Method: adhesive stamp (single-piece rate only) (P022), precanceled stamp (single-piece rate only) (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.
Special Services (S900)	See Quick Service Guide 900.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

How to Measure Length and Girth

Maximum Measurements

Length + Girth

108 inches

Weight

70 pounds

Standard Mail (B)—Bound Printed Matter

Related QSGs: 050, 700, 900

651

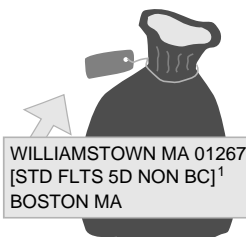
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Eligibility Overview (E630)	Bound Printed Matter (BPM) is Standard Mail (B) matter (typically catalogs, books, and other printed material) that weighs from 1 to 10 pounds and meets specific eligibility standards.
Rates and Fees (R600)	Single-piece rates: per piece and per pound charges based on weight and origin/destination (zone), beginning with \$1.11 for 1.5 pounds for the local zone. Bulk rates: per piece and per pound charges based on weight and origin/destination (carrier route presort discount available), beginning with \$0.565 for basic bulk and \$0.502 for carrier route for 1.5 pounds for the local zone. No annual mailing fee.
Addressing (A010)	Each piece must include complete delivery and return addresses with correct ZIP Code or ZIP+4 code.
Characteristics and Content (C600)	Minimum weight: 1 pound (E620). Maximum weight: 10 pounds. Dimensions: no more than 108 inches in length and girth combined.
Deposit (D600)	Deposit: <ul style="list-style-type: none">■ Bulk or presort and all precanceled stamp, meter, or permit imprint: generally, at post office where permit or license held.■ Single-piece: mailing entered at an acceptance unit designated by USPS.■ Local zone rate mail: at post office serving delivery address.
Eligibility (E630)	Minimum mailing: 300 addressed pieces (basic or carrier route bulk rates); no minimum for single-piece rates. General standards: <ul style="list-style-type: none">■ Consists of advertising, promotional, directory, or editorial material (or any combination of these).■ Is securely bound by permanent fastening.■ Consists of sheets of which at least 90% are imprinted by any process other than handwriting, typewriting with letters, characters, figures, or images (or any combination of these).■ Does not have the nature of personal correspondence.■ Is not stationery (e.g., pads of blank printed forms).
Mail Preparation and Sortation (M630)	Marking on each qualifying piece: <ul style="list-style-type: none">■ Single-piece rate: "Bound Printed Matter."■ Bulk rate: "Bound Printed Matter" and "Bulk Rate" or "Blk. Rt."■ Carrier route rate: "Bound Printed Matter Blk. Rt." and "Carrier Route Presort" or "CAR-RT SORT."■ Catalogs: must also be marked "CATALOG" or "CATALOG RATE." Package preparation and labeling: none for single-piece rates; bulk rates on reverse. Pieces must be separated by zones when presented unless either the correct postage is affixed to each piece or authorized by the RCSC. Postage statement: Form 3605-P (meter postage) or Form 3605-R (permit imprint), as applicable.
Postage and Payment Methods (P600)	Method: adhesive stamp (single-piece rate only) (P022), precanceled stamp (single-piece rate only) (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.
Special Services (S900)	See Quick Service Guide 900.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Sacking Sequence

5-Digit (Required)



Sacks: Required at 10 pieces, 20 pounds, or 1,000 cubic inches. Smaller volume permitted.

Labels: For Line 1, use 5-digit destination of packages.

3-Digit (Required)



Sacks: Required at 10 pieces, 20 pounds, or 1,000 cubic inches. Smaller volume permitted. No minimum for origin 3-digit(s).

Labels: For Line 1, use L002, Column A.

SCF (Optional)



Sacks: Optional at 10 pieces, 20 pounds, or 1,000 cubic inches. Smaller volume not permitted.

Labels: For Line 1, use L002, Column C.

ADC (Required)



Sacks: Optional with no minimum.

Labels: For Line 1, use L004 (flats) or L603 (irregular parcels).

Mixed ADC (Required)



Sacks: Required with no minimum.

Labels: For Line 1, use "MXD" followed by the entry ADC facility city/state/ZIP shown in L004 (flats) or L604 (irregular parcels).

¹Use "STD B IRREG 5D" for irregular parcels.

²Use "STD B IRREG 3D" for irregular parcels.

³Use "STD B IRREG SCF" for irregular parcels.

⁴Use "STD B IRREG ADC" for irregular parcels.

⁵Use "STD B IRREG WKG" for irregular parcels.

For machinable parcels, see Quick Service Guide 700.

No packaging requirement; volumes by pieces per sack.

Standard Mail (B)—Special Standard Mail

Related QSGs: 050, 700, 900

652

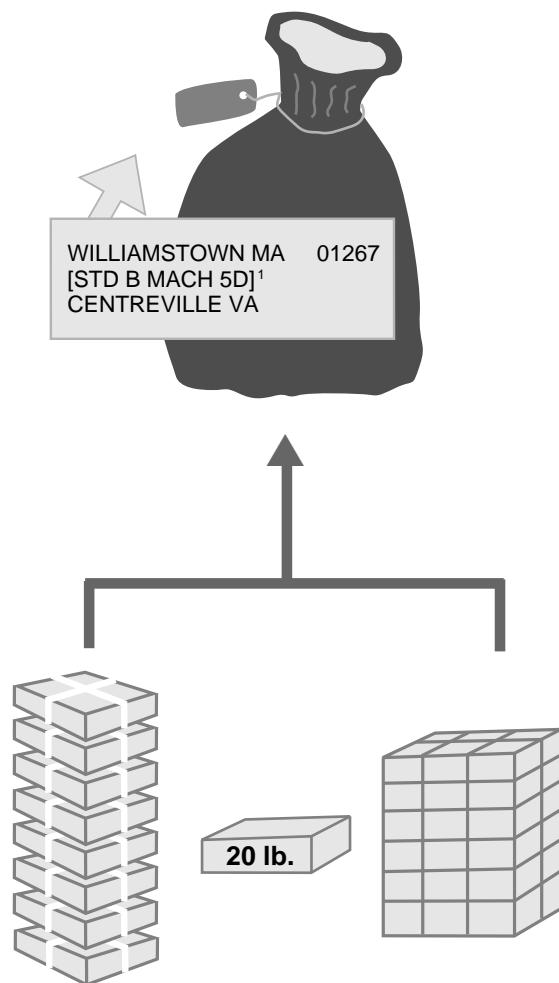
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Eligibility Overview (E630)	Mailings of 500 addressed pieces (5-Digit or BMC rates); no minimum for single-piece rates, sorted and marked as described below. Generally used for books (at least eight pages), film (16 mm or narrower), printed music, printed test materials, sound recordings, playscripts, printed educational charts, looseleaf pages and binders consisting of medical information, and computer-readable media. Special Standard Mail includes specific types of Standard Mail (B) matter that meets additional eligibility standards for single-piece and presort rates. Advertising restrictions apply.
Rates and Fees (R600)	Single-piece rates: based on weight without regard to zone. Presort rates: 5-Digit and BMC rates based on weight without regard to zone and level of presort. Annual presort mailing fee \$85.00.
Addressing (A010)	Each piece must include complete delivery and return addresses with correct ZIP Code or ZIP+4 code.
Characteristics and Content (C600)	Minimum weight: none; subject to 1-pound minimum rate. Maximum weight: 70 pounds. Dimensions: no more than 108 inches in length and girth combined.
Deposit (D600)	Deposit: <ul style="list-style-type: none">■ Presort: all precanceled stamp, meter, or permit imprint: generally, at post office where permit or license held.■ Single-piece: mailing entered at an acceptance unit designated by USPS.
Mail Preparation and Sortation (M630)	Marking on each qualifying piece: <ul style="list-style-type: none">■ Single-piece rate: "Special Standard Mail" or "SPEC STD."■ Presort rate: "Presorted Special Standard Mail" or "Presorted SPEC STD." Preparation and labeling: none for single-piece rates; bulk rates on reverse. For Presorted Special Standard Mail 5-Digit and BMC rates, additional preparation standards apply. Postage statement: Form 3608-P (meter postage) or Form 3608-R (permit imprint), as applicable.
Postage and Payment Methods (P600)	Method: adhesive stamp (single-piece rate only) (P022), precanceled stamp (single-piece rate only) (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.
Special Services (S900)	See Quick Service Guide 900.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

Preparation

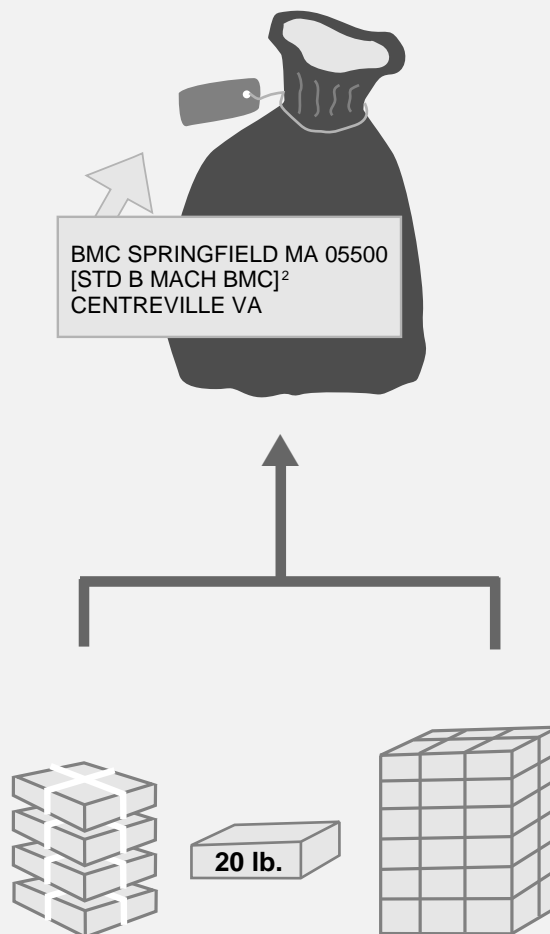
5-Digit Rate—All 5-Digit (only)



Sacks: Minimum of eight pieces, 20 pounds, or 1,000 cubic inches (smaller volumes not permitted).

Labels: For Line 1, use 5-digit destination on mail.

BMC Rate—All BMC (only)



Sacks: Minimum of four pieces, 20 pounds, or 1,000 cubic inches (smaller volumes not permitted).

Labels: For Line 1, use L601.

¹Use "STD FLTS 5D NON BC," or "STD B IRREG 5D," or "STD B MACH 5D" as applicable.

²Use "STD FLTS BMC NON BC," or "STD B IRREG BMC," or "STD B MACH BMC" as applicable.

Mailers are not required to prepare 5-Digit rate mailings before preparing BMC rate mailings.

Standard Mail (B)—Library Mail

Related QSGs: 050, 651, 700, 900

653

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Eligibility Overview (E630)	Generally used by qualified libraries, schools, nonprofit organizations, universities, and museums to mail specific types of Standard Mail (B) matter that meets additional eligibility standards. Mailable items are limited to specific types, generally books, recordings, educational and museum materials; advertising restrictions apply. Specific mailable items may be sent to, from, or between a school, college, university, public library, museum, herbarium, or nonprofit organization (religious, educational, scientific, philanthropic, agricultural, labor, veterans', or fraternal); any such institution, organization, or association, and an individual who has no financial interest in the sale, promotion, or distribution of the materials. Also there are provisions for publishers to mail specified items to qualified customers.
Rates and Fees (R600)	Rates: single-piece rates only; based on weight without regard to zone. Annual mailing fee: none.
Addressing (A010)	Each piece must include complete delivery and return addresses with correct ZIP Code or ZIP+4 code. Each piece must show in the address or return address the name of a qualified nonprofit organization (E670).
Characteristics and Content (C600)	Minimum weight: none; subject to 1-pound minimum rate. Maximum weight: 70 pounds. Dimensions: no more than 108 inches in length and girth combined.
Deposit (D600)	Deposit: mailing entered at an acceptance unit designated by USPS. Precanceled stamp, meter, or permit imprint postage, generally at post office where permit or license held.
Mail Preparation and Sortation (M630)	Marking on each qualifying piece: "Library Rate" or "Library Mail." Preparation and labeling: single-piece rate (none); 1,000 or more identical-weight pieces in a single mailing must be presorted and sacked as Bound Printed Matter unless prepared as machinable parcels or palletized under M045 (see Quick Service Guide 651 or, if machinable, see Quick Service Guide 700). Postage statement: Form 3608-P (meter postage) or Form 3608-R (permit imprint), as applicable.
Postage and Payment Methods (P600)	Method: adhesive stamp (P022), precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.
Special Services (S900)	See Quick Service Guide 900.

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

No mail preparation graphic.